

Revised Master CON Final Report Preparation Schedule

<u>DAY</u>	<u>DATE</u>	<u>ACTIVITY</u> (see instructions and legend at end of schedule for more information on colors and codes below)
Mon.	05/29	HOLIDAY
Tues.	05/30	--
Wed.	05/31	ISSUE to TF: <i>Draft Background</i>
Thur.	06/01	PROVIDE to CON STAFF for cross-reference check: <i>pre-alpha Draft Purpose & Goals</i>
Fri.	06/02	COMMENTS DUE from TF: <i>Draft Background</i>
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Mon.	06/05	STAFF SEND TF COMMENTS to Subgroup: <i>Draft Background</i>
Tues.	06/06	--
Wed.	06/07	SUBGROUP REVISE: <i>Draft Background</i>
Thur.	06/08	SPECIAL TAC MEETING re: JLARC report & related questions
		RECEIVE from CON STAFF: cross-reference materials related to <i>Draft Purpose & Goals</i>
Fri.	06/09	TF CONFERENCE CALL (opt.): <i>Draft Background</i>
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Mon.	06/12	Staff Compile & send comments from Special TAC meeting to TF
		SUBGROUP COMPLETE REVISION: <i>Background</i>
Tues.	06/13	--
Wed.	06/14	TF CONFERENCE CALL: JLARC report & other questions
		STAFF COMPLETE REVISION: <i>Background</i>
		STAFF SUBMIT: <i>Background</i> to HCA Legislative Relations for Pre-read
Thur.	06/15	ISSUE to TF: <i>Draft Purpose & Goals</i>
Fri.	06/16	--
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Mon.	06/19	COMMENTS DUE from TF: <i>Draft Purpose & Goals</i>
		RECEIVE HCA LEGISLATIVE RELATIONS QUESTIONS: <i>Background</i>
Tues.	06/20	STAFF SEND TF COMMENTS to Subgroup: <i>Purpose & Goals</i>
		SEND HCA LEGISLATIVE RELATIONS QUESTIONS to Subgroup: <i>Background</i>
Wed.	06/21	PROVIDE to CON STAFF for cross-reference check: <i>pre-alpha Draft General Criteria</i>
Thur.	06/22	SUBGROUP REVISE: <i>Draft Purpose & Goals</i>
		SUBGROUP REVIEW: <i>Background</i>
Fri.	06/23	STAFF FINALIZE & DISTRIBUTE to TF: <i>Background</i>
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Mon.	06/26	TF CONFERENCE CALL (opt.): <i>Draft Purpose & Goals</i>
Tues.	06/27	SUBGROUP COMPLETE REVISION: <i>Purpose & Goals</i>

Wed.	06/28	TF MEETING re: <i>Administration and Implementation current CON program</i>
Thur.	06/29	RECEIVE from CON STAFF: cross-reference materials related to <i>pre-alpha Draft General Criteria</i>
Fri.	06/30	STAFF COMPLETE REVISION: <i>Purpose & Goals</i> STAFF SUBMIT: <i>Purpose & Goals</i> to HCA Legislative Relations for Pre-read
Mon.	07/03	PROVIDE to CON STAFF for cross-reference check: <i>pre-alpha Draft Scope of Coverage</i>
Tues.	07/04	HOLIDAY
Wed.	07/05	ISSUE to TF: <i>Draft General Criteria</i>
Thur.	07/06	RECEIVE HCA LEGISLATIVE RELATIONS QUESTIONS: <i>Purpose & Goals</i> SEND HCA LEGISLATIVE RELATIONS QUESTIONS to Subgroup: <i>Purpose & Goals</i>
Fri.	07/07	COMMENTS DUE from TF: <i>General Criteria</i>
Mon.	07/10	STAFF SEND TF COMMENTS to Subgroup: <i>General Criteria</i> SUBGROUP REVIEW: <i>Purpose & Goals</i> RECEIVE from CON STAFF: cross-reference materials related to <i>pre-alpha Draft Scope of Coverage</i>
Tues.	07/11	STAFF FINALIZE & DISTRIBUTE to TF: <i>Purpose & Goals</i>
Wed.	07/12	SUBGROUP REVISE: <i>General Criteria</i>
Thur.	07/13	PROVIDE to CON STAFF for cross-reference check: <i>pre-alpha Draft Facility/Service Specific Policies</i>
Fri.	07/14	TF CONFERENCE CALL (opt.): <i>General Criteria</i>
Mon.	07/17	ISSUE to TF: <i>Draft Scope of Coverage</i> SUBGROUP COMPLETE REVISION: <i>General Criteria</i>
Tues.	07/18	STAFF COMPLETE REVISION: <i>General Criteria</i> STAFF SUBMIT: <i>General Criteria</i> to HCA Legislative Relations for Pre-read
Wed.	07/19	COMMENTS DUE from TF: <i>Scope of Coverage</i>
Thur.	07/20	RECEIVE from CON STAFF: cross-reference materials related to <i>pre-alpha Draft Facility/Service Specific Policies</i>
Fri.	07/21	STAFF SEND TF COMMENTS to Subgroup: <i>Scope of Coverage</i> RECEIVE HCA LEGISLATIVE RELATIONS QUESTIONS: <i>General Criteria</i> SEND HCA LEGISLATIVE RELATIONS QUESTIONS to Subgroup: <i>General Criteria</i>
Mon.	07/24	--
Tues.	07/25	SUBGROUP REVISE: <i>Scope of Coverage</i> SUBGROUP REVIEW: <i>General Criteria</i>
Wed.	07/26	TF CONFERENCE CALL (opt.): <i>Scope of Coverage</i> STAFF FINALIZE & DISTRIBUTE to TF: <i>General Criteria</i>
Thur.	07/27	ISSUE to TF: <i>Facility/Service Specific Policies</i> SUBGROUP COMPLETE REVISION: <i>Scope of Coverage</i>
Fri.	07/28	STAFF COMPLETE REVISION: <i>Scope of Coverage</i>

Mon.	07/31		COMMENTS DUE from TF: <i>Draft Facility/Service Specific Policies</i>
Tue.	08/01		STAFF SEND TF COMMENTS to Subgroup: <i>Draft Facility/Service Specific Policies</i>
Wed.	08/02	--	
Thur.	08/03		SUBGROUP REVISE: <i>Draft Facility/Service Specific Policies</i>
Fri.	08/04	--	
Mon.	08/07		TF CONFERENCE CALL (opt.): <i>Draft Facility/Service Specific Policies</i>
Tues.	08/08		SUBGROUP COMPLETE REVISION: <i>Facility/Service Specific Policies</i>
Wed.	08/09		STAFF COMPLETE REVISION: <i>Facility/Service Specific Policies</i>
Thur.	08/10		STAFF SUBMIT: <i>Facility/Service Specific Policies</i> to HCA Legislative Relations for Pre-read
Fri.	08/11	--	
Mon.	08/14	--	
Tues.	08/15	--	
Wed.	08/16		TF MEETING re: <i>Scope of Coverage, Monitoring, Administration and Implementation, Other</i>
Thur.	08/17		REISSUE to TF: <i>Draft Revised Scope of Coverage</i>
			PROVIDE to CON STAFF for cross-reference check: <i>pre-alpha Monitoring and Admin. & Implementation of CON Program</i>
			RECEIVE HCA LEGISLATIVE RELATIONS QU.: <i>Facility/Service Specific Policies</i>
			SEND HCA LEG. RELATIONS QU. to Subgroup: <i>Facility/Service Specific Policies</i>
Fri.	08/18		SUBGROUP REVIEW: <i>Facility/Service Specific Policies</i>
Mon.	08/21		COMMENTS DUE from TF: <i>Revised Scope of Coverage</i>
			STAFF FINALIZE & DISTRIBUTE: <i>Facility/Service Specific Policies</i>
			PROVIDE to CON STAFF for cross-reference check: <i>pre-alpha Draft Other</i>
Tues.	08/22		RECEIVE from CON STAFF: cross-reference materials related to <i>pre-alpha Monitoring and Admin. & Implement.</i>
			STAFF SEND TF COMMENTS to Subgroup: <i>Revised Scope of Coverage</i>
Wed.	08/23		ISSUE to TF: <i>Draft Monitoring and Administration & Implementation of CON Program</i>
			SUBGROUP REVISE: <i>Revised Scope of Coverage</i>
Thur.	08/24	--	
Fri.	08/25		TF CONFERENCE CALL (opt.): <i>Revised Scope of Coverage</i>
Mon.	08/28		COMMENTS DUE from TF: <i>Draft Monitoring and Administration & Implementation of CON Program</i>
			RECEIVE from CON STAFF: cross-reference materials related to <i>pre-alpha Draft Other</i>
			SUBGROUP COMPLETE REVISION: <i>Revised Scope of Coverage</i>
			STAFF COMPLETE REVISION: <i>Revised Scope of Coverage</i>
			STAFF SUBMIT: <i>Revised Scope of Coverage</i> to HCA Legislative Relations for Pre-read

Tues.	08/29		STAFF SEND TF COMMENTS to Subgroup: <i>Monitoring and Administration & Implementation</i>
Wed.	08/30	ISSUE to TF: <i>Draft Other</i>	
Thur.	08/31		SUBGROUP REVISE: <i>Monitoring and Administration & Implementation of CON Program</i> RECEIVE HCA LEGISLATIVE RELATIONS QUESTIONS: <i>Scope of Coverage</i> SEND HCA LEGISLATIVE RELATIONS QU. to Subgroup: <i>Scope of Coverage</i>
Fri.	09/01		TF CONFERENCE CALL (opt.): <i>Monitoring and Administration & Implementation</i> SUBGROUP COMPLETE REVISION: <i>Monitoring and Administration & Implementation</i> STAFF COMPLETE REVISION: <i>Monitoring and Administration & Implementation</i> STAFF SUBMIT: <i>Mon. and Admin. & Implement. to HCA Legislative Relations for Pre-read</i>
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Mon.	09/04	HOLIDAY	
Tues.	09/05	COMMENTS DUE from TF: <i>Draft Other</i>	
Wed.	09/06		STAFF SEND TF COMMENTS to Subgroup: <i>Draft Other</i>
Thur.	09/07		SUBGROUP REVISE: <i>Other</i> STAFF COMPLETE REVISION: <i>Other</i> SUBGROUP REVIEW: <i>Revised Scope of Coverage</i>
Fri.	09/08		TF CONFERENCE CALL (opt.): <i>Draft Other</i> STAFF FINALIZE & DISTRIBUTE to TF: <i>Revised Scope of Coverage</i>
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Mon.	09/11		SUBGROUP COMPLETE REVISION: <i>Other</i> RECEIVE HCA LEG. RELATIONS QUESTIONS: <i>Mon. and Admin. & Implement.</i> SEND HCA LEG. RELATIONS QU. to Subgroup: <i>Mon. and Admin. & Implement.</i>
Tues.	09/12	ISSUE to TF: <i>Draft Executive Summary</i>	
			STAFF COMPLETE REVISION: <i>Other</i> STAFF SUBMIT: <i>Other to HCA Legislative Relations for Pre-read</i> SUBGROUP REVIEW: <i>Mon. and Administration & Implementation</i> STAFF FINALIZE & DISTRIBUTE to TF: <i>Mon. and Admin. & Implement.</i>
Wed.	09/13		
Thur.	09/14	COMMENTS DUE from TF: <i>Draft Executive Summary</i>	
Fri.	09/15		STAFF SUBMIT TF COMMENTS to Subgroup: <i>Draft Executive Summary</i> RECEIVE HCA LEGISLATIVE RELATIONS QUESTIONS: <i>Other</i> SEND HCA LEGISLATIVE RELATIONS QUESTIONS to Subgroup: <i>Other</i>
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Mon.	09/18	--	
Tues.	09/19		SUBGROUP REVISE: <i>Draft Executive Summary</i> SUBGROUP REVIEW: <i>Other</i> STAFF FINALIZE & DISTRIBUTE to TF: <i>Other</i>
Wed.	09/20		
Thur.	09/21	TF CONFERENCE CALL (opt.): <i>Draft Executive Summary</i>	
Fri.	09/22		SUBGROUP COMPLETE REVISION: <i>Executive Summary</i>

Mon.	09/25		STAFF COMPLETE REVISION: <i>Executive Summary</i>
Tues.	09/26		STAFF SUBMIT: <i>Executive Summary</i> to HCA Legislative Relations for Pre-read
Wed.	09/27	--	
Thur.	09/28		RECEIVE HCA LEGISLATIVE RELATIONS QUESTIONS: <i>Executive Summary</i> SEND HCA LEG. RELATIONS QUESTIONS to Subgroup: <i>Executive Summary</i>
Fri.	09/29	--	
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Mon.	10/02		INTERESTED PUBLIC PARTIES COMMENTS DUE SUBGROUP REVIEW: <i>Executive Summary</i> STAFF FINALIZE & DISTRIBUTE to TF: <i>Executive Summary</i> STAFF PREPARE: <i>FINAL REPORT</i> , including <i>Executive Summary</i>
Tues.	10/03		MEMBER ATTACHMENTS DUE STAFF INCORPORATE: <i>MEMBER ATTACHMENTS</i> STAFF SUBMIT: <i>FINAL REPORT</i> , with <i>MEMBER ATTACHMENTS</i> and <i>INT. PUBLIC PARTY COMMENTS</i> , to HCA Leg. Rel. for Pre-read
Wed.	10/04	--	
Thur.	10/05		RECEIVE HCA LEGISLATIVE RELATIONS QUESTIONS: <i>FINAL REPORT</i> SEND HCA LEGISLATIVE RELATIONS QUESTIONS to Subgroup: <i>FINAL REPORT</i> SUBGROUP REVIEW: <i>FINAL REPORT</i> STAFF REVISE: <i>FINAL REPORT</i>
Fri.	10/06		
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Mon.	10/09		STAFF FINALIZE & DISTRIBUTE to TF: Final Report
Tues.	10/10	--	
Wed.	10/11		TF MEETING: REVIEW/APPROVE: <i>DRAFT FINAL REPORT</i>
Thur.	10/12	--	SUBGROUP COMPLETE REVISION: <i>FINAL REPORT</i> , as needed
Fri.	10/13	--	STAFF COMPLETE REVISION: <i>FINAL REPORT</i> , as needed STAFF SUBMIT: <i>FINAL REPORT</i> , if needed due to revision, to HCA Leg. Rel. for Final Pre-read
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Mon.	10/16	--	
Tues.	10/17		RECEIVE HCA LEG. RELATIONS QUESTIONS: <i>FINAL REPORT</i> , if revision submitted SEND HCA LEG. RELATIONS QU. to Subgroup: <i>FINAL REPORT</i> , if revision submitted SUBGROUP REVIEW: <i>FINAL REPORT</i> , if revision submitted STAFF PREPARE: <i>FINAL REPORT</i> , if revision submitted STAFF ISSUE to TF CHAIR and HCA ADMINISTRATOR: <i>FINAL REPORT</i> and Submittal Letter Template
Wed.	10/18		
Thur.	10/19	--	
Fri.	10/20	--	

Mon.	10/23	--	
Tues.	10/24	--	
Wed.	10/25		TF CHAIR & HCA ADMINISTRATOR REVISE: <i>FINAL REPORT</i>
			STAFF PREPARE: Submittal Letter with Chair's Signature
Thur.	10/26		STAFF REVISE: <i>FINAL REPORT</i> based on final review with TF Chair and HCA Administrator
Fri.	10/27		STAFF FINALIZE & DISTRIBUTE to TF: <i>FINAL REPORT</i>

Mon.	10/30		STAFF SEND: <i>FINAL REPORT</i> to printing office
Tues.	10/31	--	
Wed.	11/01		STAFF SUBMIT: <i>FINAL REPORT</i> to Legislature

Schedule Instructions and Legend

This is a final report preparation schedule based upon phased/section development. Each section contains the following elements, until the very end where it gets adjusted slightly based upon the final TF meeting:

Event Sequence:

- . Issue alpha draft to members (will build the appendix or list of support documents as we go)
- . Receive comments from TF members
- . Submit TF comments to Subgroup (formed to deal with revision/rewrite)
- . Hold Subgroup meeting to revise draft based upon comments
- . If Subgroup is unable to decide what to do with comments/section, conference with TF via telephone
- . Subgroup complete revision following conference call - if held
- . Staff clean up section
- . Submit section to HCA Legislative Relations for pre-read on understandability, etc
- . Receive questions/comments from HCA Legislative Relations after pre-read
- . Submit HCA Legislative Relations' questions/comments to Subgroup
- . Subgroup address HCA Legislative Relation's questions/comments and revise section as indicated
- . Staff finalize section and distribute draft back to TF membership (becomes a progressive or developing document)
- . Items in *italics* are the topics to be completed.

Color Codes:

- . **Blue** signifies the beginning of each topical section
- . **Red** signifies the end of each topical section
- . **Green** signifies full Task Force membership activity (also includes holidays)
- . **Black** signifies all other activities necessary to complete the report, including Subgroup activity.